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# ELECTRIC ACCOUNTING MACHINE SERVICES FOR ADMINISTRATIVE ACTIVITIES

Rescission: CIA Regulation

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### 1. GENERAL

The Machine Records Division, operating under the Comptroller, provides machine records and reporting services to assist in the effective management of the affairs of the Agency. This regulation does not apply to machine record operations used for special purposes by other components of the Agency.

### 2. POLICY

The policy of the Agency is to:

- a. Utilize electric accounting machine processes wherever they will improve efficiency, effect economies, expedite operations, or produce necessary results unobtainable by other means.
- b. Maintain punched card files in the Machine Records Division, Office of the Comptroller, which are the property of the offices which have jurisdiction over specific subject-matter fields such as personnel, finance, and other such areas. Reports, statistics, and information from these files will be furnished by the Machine Records Division only on the request or approval of the chief of the administrative activity having jurisdiction over the particular subject matter, or his authorized designee. Such reports, statistics, and information will not be released or made available by the latter to other than the Major or Operating Component whose personnel, materiel, or facilities are the subject of the report, etc., except with the concurrence of such Major or Operating Component.

### 3. RESPONSIBILITIES

The Comptroller is responsible for:

- a. Providing electric accounting machine record service for administrative activities.
- b. Authorizing the application of electric accounting and statistical machine processes to the recording and reporting of data by the Office of the Comptroller.

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- c. The installation, operation, use, and maintenance of electric accounting and statistical machines in the Office of the Comptroller.
- d. Establishing and maintaining the necessary punched-card data for all offices for which services by Machine Records Division of the Office of the Comptroller are authorized.
- e. Preparing reports and other data for Agency offices in accordance with agreed-to schedules.
- f. Maintaining the security of classified information collected from various Agency components and reproduced on machine tabulation cards or in any other manner in accordance with prescribed security standards.

#### 4. PROCEDURES

- a. Requests for the application of work requirements in the administrative field to electrical accounting machine methods will be submitted to the Comptroller on Form No. 36-135, Machine Records Project Work Order, by the office having jurisdiction over the subject matter.
- b. Each request submitted to the Comptroller shall be signed by an authorized representative of the originating office, and shall include:
  - (1) A brief description of the service requested, i.e., content of finished reports, source data, and methods of collecting; limiting factors as to cut-off dates and deadlines.
  - (2) The function and purpose of the service requested with reference to requiring directives.
  - (3) A justification for the use of electric accounting machine methods.
  - (4) Estimate of personnel, time, and cost requirements by manual or other methods.
  - (5) Frequency of submission with starting and completion dates.
- c. The Comptroller will analyze details of requests in collaboration with the office making the request, in appropriate cases will coordinate the proposed procedures and machine utilization with the Management Staff, DD/A, determine the adaptability of the work requirement to electrical machine methods and the feasibility of performing the work requirement with the facilities and staffing available or obtainable. When determination is made

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that electrical machine methods are adaptable to the proposed work requirement, the Comptroller, in collaboration with the requesting office, will:

- (1) Determine reporting format and devise any necessary codes for use by reporting sources which will be most adaptable to machine processing.
- (2) Establish time schedules for finished reports.
- (3) Determine methods and frequency of transmittal of data to Machine Records Division for processing and establish necessary cut-off dates to meet approved schedule for finished reports.
- (4) Design tabulating forms for use in presenting finished reports.
- (5) Develop detailed electric accounting machine operating procedures including preparation of test runs as required.
- (6) Determine method of maintaining basic records for use in final balancing and review of finished reports.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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